

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816
 38431 LINCOLN TRL
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 JULY 9, 2026
 5:30 PM**

Remote Participation Notice: One or more School Board members may participate in this meeting remotely pursuant to Minnesota Statutes § 13D.02 or § 13D.021, using interactive technology. This provision applies to both regular business meetings and work sessions.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. School Board Recognition
 - A. Spring Sports Award
- VI. Superintendent's Report
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
 - A. Minutes of June 11, 2026 Policy Committee Meeting 5
 - B. Minutes of June 11, 2026 Regular School Board Meeting 7
 - C. Authorization of Payments, Transfers, and Investment Activity
 - D. Personnel
 - 1. Michele Anderson, resignation effective June 30, 2026, as Special Education Teacher at North Branch Area High School
 - 2. Kristen Johnson, resignation effective June 30, 2026, as Grade 3 Teacher at Sunrise River School
 - 3. Sidney Mullin, resignation effective July 30, 2026, as Special Education Assistant at Sunrise River School
 - 4. Laura O'Donnell, resignation effective July 30, 2026, as Lunchroom/Playground Assistant at North Branch Area Education Center
 - 5. Jennifer Seekon, resignation effective July 30, 2026, as Special Education Teacher at Sunrise River School
 - 6. Conlee Turnvall, termination effective June 5, 2026, as Special Education Assistant at Sunrise River School
 - 7. Christine Hartgers, leave extension through July 8, 2026, as School Age Care Adult Assistant at North Branch Area Education Center
 - 8. Laura Dahle, employment effective June 15, 2026, as Bookkeeper at North Branch Area Public Schools
 - 9. Molly Burrow, MA, Step 8, beginning with the 2026–2027 school year, as Math Teacher at North Branch Area High School

10. Grace Christopherson, BA + 45, Step 1, One-year contract for the 2026–2027 school year, as Tier 2 School Counselor at North Branch Area Middle School
11. Rachel Dahl, BA + 15, Step 8, beginning with the 2026–2027 school year, as Elementary Teacher at Sunrise River School
12. Katie Erickson, BS, Step 1, beginning with the 2026–2027 school year, as Elementary Teacher at North Branch Area Middle School
13. Justin Haag, MS, Step 1, beginning with the 2026–2027 school year, as Speech Language Pathologist at North Branch Area Public Schools
14. Kristin Mayne, BES, Step 17, beginning with the 2026-2027 school year, as FACS/Work Based Learning Teacher at North Branch Area High School
15. Lauren Sertich, BS, Step 2, beginning with the 2026–2027 school year, as Elementary Teacher at North Branch Area Education Center

E. Policies

- | | |
|--|----|
| 1. Policy 417 - Chemical Use and Abuse | 14 |
| 2. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction | 19 |
| 3. Policy 518 - DNR-DNI Order | 23 |

F. Designation of Identified Official with Authority for the MDE External User

Access Recertification System

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

The Board recommends authorizing Sara Paul to act as the Identified Official with Authority (IOwA) and Pakou Lee to act as the IOwA Proxy to add and remove names only for LEA for North Branch Area Public Schools.

G. Acceptance of Donations

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

- IX. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- X. Old Business
 - A. Consider Acceptance of Summary of Bids for Garbage Hauling for the 2026-27 School Year
 - B. Consider Acceptance of Summary of Bids for Diesel Fuel and Gasoline for the 2026-27 School Year
- XI. New Business
 - A. Consider North Branch Area Public Schools E- Learning Plan 25
 - B. Consider the 2026-2027 Resolution for Membership in the Minnesota State High School League Membership Renewal Form 31
 - C. Consider the 2026-27 Student and Parent Handbook
 - D. Consider the Resolution Relating to the Election of School Board Members and Calling the School District General Election 33
 - E. Consider Renewal of Membership for Resource Training and Solutions — \$3,684.88 39
 - F. Consider Renewal of Membership for MREA — \$2500.00 40
 - G. Consider Approval First Reading of the Following Policies
 - 1. Policy 418 - Drug-Free Workplace/Drug-Free School 41
 - 2. Policy 516 NB - Student Medication 54
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports
- XV. Dates to Remember
 - A. July 20, 2026 at 3:30 PM - Negotiations Committee Meeting, North Branch Area Middle School, SRC Conference Room
 - B. July 20, 2026 at 4:00 PM - Principal Negotiations Session, North Branch Area Middle School, FTLA Room #816
 - C. July 23, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816
 - D. July 29, 2026 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Middle School, SRC Conference Room
 - E. July 29, 2026 at 4:30 PM - NBSSA Negotiations Session, North Branch Area Middle School, FTLA Room #816

- F. August 13, 2026 at 4:30 PM - Policy Committee Meeting at North Branch Area Middle School, SRC Conference Room
- G. August 13, 2026 at 5:30 PM - Regular School Board Meeting at North Branch Area Middle School, FTLA Room #816

XVI. Adjournment

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
June 11, 2026

The Policy Committee met on Thursday, June 11, 2026 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Sarah Grovender, Pakou Lee, Heather Naegele, Tim MacMillan, Superintendent Paul, Taylor Swanson, Todd Tetzlaff and David Treichel

Absent: None

The following policies were reviewed and will move to July 9, 2026 board consent agenda.

Policy 417 - Chemical Use and Abuse

Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

Policy 518 - DNR-DNI Order

The following policies were reviewed following the regular review process and will move forward for a first reading at the July 9, 2026 school board meeting.

Policy 418 - Drug-Free Workplace/Drug-Free School

Policy 516 NB - Student Medication

The following policies were reviewed following the regular review process and will not move forward to the consent agenda and/or a first reading at the July 9, 2026 school board meeting.

Policy 516.5 - Overdose Medication
Need further review by committee.

Updates on past policies reviewed that needed further discussion.

Policy 707 – Transportation and 707 - Addendum A - Transportation of Students Placed in Care and Treatment Programs

Todd recommended adopting Policy 707 - Addendum A - Transportation of Students Placed in Care and Treatment Programs to be used with Policy 707 – Transportation. Will bring back to a future committee meeting prior to moving forward with board's approval.

Policy 519

Pending response from Chisago County to make sure language aligns.

The meeting concluded at 5:25 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM C120,
38705 GRAND AVENUE, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, June 11, 2026
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, June 11, 2026 at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Sarah Grovender, Shelly Johnson, Jesse LaValla, Tim MacMillan, Heather Naegele, Superintendent Paul and Adam Trampe

Absent: None

Others in attendance: Katina Eklund, Kachel Kytönen, Pakou Lee, Todd Tetzlaff, Pat Tepoorten and David Treichel

Approval of Agenda:

Moved by Grovender, seconded by LaValla, and carried unanimously to approve the agenda.

School Board Recognition

The Viking Way Banner Project

Pakou Lee, Superintendent Paul, All Culture Club, NBAPS art teachers and all those involved were recognized for their hard work and contribution to the project. Project wouldn't have been made possible without the grants from East Central Regional Arts Council (ECRAC), Clean Water Land & Legacy Amendment and North Branch Area Education Foundation (NBAEF). Banners are now completed and will be display on Vikings Way (Grand Ave.) before the end of June 2026.

Superintendent's Report

Superintendent Paul highlighted the Maximizing Impact, Maximizing Impact Endowment Fund Golf Tournament, community partnership and feedback from the Edelstein Family Foundation and the Solar for Schools grant that was just awarded.

Removal of Consent Items for Discussion:

- a. Member Johnson requested that consent agenda Policy 525 - Violence Prevention (Applicable to Students and Staff) be removed for further board/committee discussion.

Moved by Grovender, seconded by Trampe, and carried unanimously to approve

the removal of Policy 525 - Violence Prevention (Applicable to Students and Staff) from tonight's consent agenda.

Consent Items:

Moved by Trampe, seconded by LaValla and carried unanimously to approve the consent agenda.

- A. Minutes of May 14, 2026 Policy Committee Meeting
- B. Minutes of May 14, 2026 Regular School Board Meeting
- C. Minutes of May 28, 2026 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$ 1,097,493.00
- Auxiliary, Bank 12 - \$ 33,558.45
- Payroll, Bank 13 - \$ 3,574,855.82
- Scholarship, Bank 18 - \$ 0.00
- High School Student Activities, Bank 31 - \$ 233,033.60
- Middle School Student Activities, Bank 32 - \$ 0.00

E. Personnel

- a. Lorie Petrik, retirement effective at the end of the 2025 - 2026 school year as Preschool Teacher at North Branch Area Education Center
- b. Jillian Anderson, resignation effective May 20, 2026, as Human Resource Specialist at North Branch Area Public Schools
- c. Becky Cousino, resignation effective May 29, 2026, as Lunchroom/Playground Assistant at Sunrise River School
- d. Benjamin Paro, resignation effective at the end of the 2025 - 2026 school year, as Instrumental Music Teacher at North Branch Area Middle School
- e. Hannah Rawleigh, resignation effective at the end of the 2025 -2026 school year, as Family and Consumer Sciences Teacher at North Branch Area High School
- f. Kaitlin Turner, resignation effective at the end of the 2025 - 2026 school year, as Speech Language Pathologist at Sunrise River School

- g. Bridgette Cain, leave request effective May 20, 2026 through June 5, 2026, as Special Education Assistant at North Branch Area Education Center
- h. Morgan Lemmerman, leave request effective approximately September 16, 2026 for 6 weeks, as Health Clerk at Sunrise River School
- i. David Pirrie, leave request effective May 11, 2026 through June 5, 2026, as Distance Learning Teacher at Distance Learning Academy
- j. Caleb Stiles, leave request effective approximately May 31, 2026 through June 5, 2026, as Social Studies Teacher at Norse Area Learning Center
- k. Sarah Volk, leave request effective August 24, 2026, return to work September 16, 2026, as Media/Health Clerk at North Branch Area Education Center
- l. Kayla Carlson, employment effective June 1, 2026 through the end of the 2025 - 2026 school year, as Special Education Assistant at Life Work Center
- m. Becky Cousino, employment effective May 26, 2026, as Lunchroom/Playground Assistant at Sunrise River School
- n. Noel Moore, employment effective April 28, 2026, as School Age Care Adult Assistant at North Branch Area Education Center
- o. Robert Blackwell, beginning with the 2026 - 2027 school year, position change from Education Assistant at North Branch Area High School to BA, Step 1, One-year contract as Tier 1 English Learning Teacher at North Branch Area Public Schools
- p. Geri Erickson, effective August 1, 2026, position change from Early Childhood Assistant to BA/BS, Step 1, Community Education Early Childhood Instructor at North Branch Area Education Center
- q. Amanda Hals, beginning with the 2026 - 2027 school year, position change from Special Education Assistant to BS, Step 1, Special Education Teacher at Sunrise River School
- r. McKayla Jelberg, beginning with the 2026 - 2027 school year, position change from Special Education Assistant to BS, Step 1, Special Education Teacher at North Branch Area Education Center

- s. Christine Lundberg, effective June 1, 2026, position change from Bookkeeper to Human Resource Specialist at North Branch Area Public Schools
- t. Charles Linder, BA+30, Step 5, One-year contract for the 2026 – 2027 school year, as Tier 2 Special Education Teacher at North Branch Area High School
- u. Nathan Appleby, BA, Step 15, beginning with 2026 - 2027 school year, as Physical Education Teacher at North Branch Area High School
- v. Sara Carlston, MEd, Step 13, beginning with the 2026 - 2027 school year, as Math Teacher at North Branch Area Middle School
- w. Jon Griffith, BS+45, Step 3, one-year contract for the 2026 - 2027 school year, as Tier 2 Special Education Teacher at North Branch Area High School
- x. Cassandra Johnson, MS, Step 2, beginning with the 2026 - 2027 school year, as Elementary Teacher at Sunrise River School
- y. Whitney Murphy, BS, Step 6, beginning with the 2026 - 2027 School Year, as Special Education Teacher at North Branch Area High School
- z. Kaley Paehlke, BA, Step 1, beginning with the 2026 - 2027 school year, as Elementary Teacher at Sunrise River School
- aa. Caleb Stiles, MA, Step 3, beginning with the 2026 - 2027 school year, as Social Studies Teacher, at Norse Area Learning Center
- bb. Luke Swiatek, MAT, Step 1, beginning with the 2026 - 2027 school year, as Science Teacher at North Branch Area High School
- cc. Deanna Wilson, BA, Step 5, one - year contract for the 2026 -2027 school year, as Tier 2 English Teacher at North Branch Area Middle School

F. Tenure of the Following Teachers

- a. Nathan Appleby - Physical Education Teacher - North Branch Area High School

G. Q – Comp Report

H. Policy

- a. Policy 713 — Student Activity Accounting
- b. Policy 612.1 - Development of Parent and Family Engagement Policies for Title I Programs

I. Acceptance of Donations

May 2026 Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
5/5/2026	Box Tops for Education	Sunrise River School	\$60.30	Sunrise River School - School Supply
5/5/2026	Embrace Orthodontics	Sunrise River School	\$250.00	Sunrise River School - Fun Run
5/5/2026	North Branch Dental	NBHS Athletics	\$100.00	North Branch Area High School - DECA Nationals
5/5/2026	North Branch Family Chiropractic	Sunrise River School	\$250.00	Sunrise River School - Fun Run
5/5/2026	North Branch Fire Relief Assoc	NBHS Scholarship	\$6,000.00	North Branch Area High School - Scholarship
5/5/2026	Pizza Pub of North Branch	Sunrise River School	\$500.00	Sunrise River School - Fun Run
5/5/2026	Prism Design & Embroidery	Sunrise River School	\$500.00	Sunrise River School - Fun Run
5/5/2026	Tailgaters	Sunrise River School	\$500.00	Sunrise River School - Fun Run
5/14/2026	Anonymous	NBHS Athletics	\$200.00	North Branch Area High School - FTC Robotics Worlds
5/14/2026	Melinda Flack	NBHS Athletics	\$50.00	North Branch Area High School - FTC Robotics Worlds
5/14/2026	Scott Kaufman	NBHS Athletics	\$100.00	North Branch Area High School - FTC Robotics Worlds
5/14/2026	Laurie Stramer	NBHS Athletics	\$100.00	North Branch Area High School - FTC Robotics Worlds
5/21/2026	Anonymous	NBHS Athletics	\$150.00	North Branch Area High School - Musical Prop Donation
5/28/2026	James Riley	NBHS Athletics	\$1,000.00	North Branch Area High School - FTC Robotics Worlds
			\$9,760.30	
MAY	Teddy's Heart Foundation	Sunrise River Elem.		AED System (Estimated Value \$6,964.00)

Open Mic

None

Old Business

- A. Approval of Second Reading of the Following Policy
 Moved by Trampe, seconded by LaValla and carried unanimously to approve a Second Reading of the Following Policy.

- 1. Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

New Business

- A. Public Hearing on Student Fees for the 2025 - 2026 School Year
 Todd Tetzlaff, Director of Human Resource and Finance gave a presentation on the Student Fees for the 2025 - 2026 School Year. There were no comments from the public.
- B. Approval of the Student Fees for the 2026 - 2027 School Year
 Moved by Trampe, seconded by Grovender and carried unanimously to approve the Student Fees for the 2026 - 2027 School Year.

In addition to the approval of the Student Fees for the 2026 - 2027 School Year, member Trampe motioned to approve moving funds from General Fund 1 to Fund 2 to cover expenses for a first milk, breakfast and/or lunch for DLA students.

The motion for adoption of moving funds from General Fund 1 to Fund 2 to cover expenses for a first milk, breakfast and/or lunch for DLA students was duly seconded by Grovender

Voted for: Johnson, LaVall, Naegele and MacMillan

Voted against: none

C. Approval of Revisions to the 2025 - 2026 Budget and Adoption of 2026 - 2027 Budget

Moved by Grovender, seconded by Naegele and carried unanimously to approve Revisions to the 2025 - 2026 Budget and Adoption of 2026 – 2027 Budget.

D. Approval of the Long-Term Facilities Maintenance Plan

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Long-Term Facilities Maintenance Plan.

E. Approval of the Resolution Approving the Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2028 Long-Term Facility Maintenance Revenue

Moved by Grovender, seconded by Trampe and carried unanimously to approve the Resolution Approving the Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2028 Long-Term Facility Maintenance Revenue.

F. Approval of the Resolution Approving the Certification of Updated District Population Estimate

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Resolution Approving the Certification of Updated District Population Estimate.

G. Approval of the Annual Language Access Plan

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Annual Language Access Plan.

H. Approval of the Resolution Establishing Dates for Filing Affidavits of Candidacy

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy.

I. Approval of the Renewal of Membership in Minnesota School Boards Association

(MSBA) \$12,278.00

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Renewal of Membership in Minnesota School Boards Association

(MSBA) \$12,278.00.

J. Approval of the Request to Bid for Garbage Services

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Request to Bid for Garbage Services.

K. Approval of the Request to Bid for Fuel and Gasoline

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Request to Bid for Fuel and Gasoline.

Information

None

Board Requests

None

Committee Reports

Member MacMillan mentioned that the last American Indian Parent Advisory Committee (AIPAC) is next week.

Dates to Remember

A. July 9, 2026 at 4:30 PM, Policy Committee Meeting at North Branch Area Education Center, DO Conference Room B122

B. July 9, 2026 at 5:30 PM, Regular School Board Meeting at North Branch Area Education Center, Board Room C120

C. July 9, 2026 at 6:30 PM, School Board Retreat at North Branch Area Education Center, Board Room C120

Adjournment

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:25 PM.

Heather Naegele, Clerk

EMPLOYEES/PERSONNEL

Chemical Use and Abuse

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I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

Replaced: Policy 5131.61 Chemical Use and Abuse (Students)

Last Reviewed: 7/9/26

Revised: 6/10/04, 11/10/16, 4/13/23, 7/9/26

Effective: 6/10/04, 11/10/16, 4/13/23, 7/9/26

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Chemical Use and Abuse

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- C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

- 1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
- 2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

- 1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
- 2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

Replaced: Policy 5131.61 Chemical Use and Abuse (Students)

Last Reviewed: 7/9/26

Revised: 6/10/04, 11/10/16, 4/13/23, 7/9/26

Effective: 6/10/04, 11/10/16, 4/13/23, 7/9/26

EMPLOYEES/PERSONNEL

Chemical Use and Abuse

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3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

Replaced: Policy 5131.61 Chemical Use and Abuse (Students)

Last Reviewed: 7/9/26

Revised: 6/10/04, 11/10/16, 4/13/23, 7/9/26

Effective: 6/10/04, 11/10/16, 4/13/23, 7/9/26

EMPLOYEES/PERSONNEL

Chemical Use and Abuse

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six (6) months after the student is no longer enrolled in the district.

- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. **EMPLOYEES**

- A. The school district shall establish a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The school district's policy of maintaining a drug-free workplace.
 - 3. Available drug counseling, rehabilitation, and employee assistance programs.
 - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References:

Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

Replaced: Policy 5131.61 Chemical Use and Abuse (Students)

Last Reviewed: 7/9/26

Revised: 6/10/04, 11/10/16, 4/13/23, 7/9/26

Effective: 6/10/04, 11/10/16, 4/13/23, 7/9/26

EMPLOYEES/PERSONNEL

Chemical Use and Abuse

417

Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 416 (Drug, Alcohol, and Cannabis Testing)
NB Policy 418 (Drug-Free Workplace/Drug Free School)
NB Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
NB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
NB Policy 506 (Student Discipline)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

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EMPLOYEES/PERSONNEL

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

419

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

North Branch Independent School District No. 138: Policy #419

Adopted: 2/12/98

Replaced: #1605 Policy on Tobacco/Smoke Free Environment (Community Section)

Last Reviewed: 7/9/26

Revised: 6/12/02, 4/12/12, 10/8/15, 11/8/18, 1/9/20, 7/8/21, 11/2/23, 7/9/26

Effective: 6/12/02, 4/12/12, 10/8/15, 11/8/18, 1/9/20, 7/8/21, 11/2/23, 7/9/26

419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

EMPLOYEES/PERSONNEL

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction 419

- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery

North Branch Independent School District No. 138: Policy #419

Adopted: 2/12/98

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EMPLOYEES/PERSONNEL

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction **419**

devices on school property or at off-campus events sponsored by the school district.

- C. An American Indian student or staff member may utilize tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

North Branch Independent School District No. 138: Policy #419

Adopted: 2/12/98

Replaced: #1605 Policy on Tobacco/Smoke Free Environment (Community Section)

Last Reviewed: 7/9/26

Revised: 6/12/02, 4/12/12, 10/8/15, 11/8/18, 1/9/20, 7/8/21, 11/2/23, 7/9/26

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419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

EMPLOYEES/PERSONNEL

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction 419

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 506 (Student Discipline)

North Branch Independent School District No. 138: Policy #419

Adopted: 2/12/98

Replaced: #1605 Policy on Tobacco/Smoke Free Environment (Community Section)

Last Reviewed: 7/9/26

Revised: 6/12/02, 4/12/12, 10/8/15, 11/8/18, 1/9/20, 7/8/21, 11/2/23, 7/9/26

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419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

STUDENTS

DNR – DNI ORDERS

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I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Section orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References:



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: North Branch Area Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0138-01

Superintendent or Exec. Director Name: Sara Paul

Will act as the IOWA? Yes No

If no, identify below the individual who will act as the IOWA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Sara Paul

Title: Superintendent

Board Member Signature: _____

Name: Tim MacMillan

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Sara Paul, Superintendent ♦ North Branch Area Public Schools
38705 Grand Ave., PO Box 370 ♦ North Branch, Minnesota 55056-0370
651-674-1000 / phone ♦ 651-674-1010 / fax ♦ www.isd138.org



North Branch Area Public Schools E-Learning Plan

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Message from the Superintendent

The purpose of our e-learning plan is to maintain instructional momentum when emergencies disrupt the ability to provide in-person instruction. Our e-learning plan allows for virtual learning rather than having to extend the school year later into June.

Emergencies leading to a temporary shift to e-learning may include:

- Facilities system failures
 - Water main break
 - Power outage
- Significant spread of Influenza-like illnesses
- Weather related closings (Weather cancellations may be designated as traditional “snow days” with no school in session)

We value the safety of our staff and students and having this e-learning plan in place allows flexibility for safe learning in emergency situations.

MN State Statute 120A.41

The Minnesota Department of Education (MDE) e-learning days statute outlines how Minnesota school districts can implement these instructional days. According to the statute:

- Definition: e-learning day means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.
- Notify parents and students of the e-learning day plan at the beginning of the school year.
- Accommodations for students without sufficient access to the Internet, hardware or software in their homes. (School administration, teachers, and other staff continually work with families to ensure equitable access to online learning resources including distributing “hot spots” or alternative resources if possible.)

E-Learning Plans

NBAPS' e-learning plan is designed to ensure a seamless and supportive transition to remote learning. We recognize that clear and consistent communication between teachers, students, and families is essential to the success of students during this time. To facilitate this, teachers will hold office hours from 9 am to 3 pm, offering dedicated support to help students and families navigate

this new learning environment. For more information on each building's specific e-learning plan and attendance verification procedures, please review the relevant documents listed below.

EC/Kindergarten e-learning plans

We are excited to offer an engaging e-learning day for your child. Please use the linked choice board to explore fun and educational activities designed to promote creativity and learning at home.

[Early Childhood Choice Board](#)

[Kindergarten Choice Board](#)

Sunrise River Elementary e-learning plans

Sunrise River Elementary e-learning plans are organized by grade level. Please use the linked grade-level plan below and follow the instructions.

[Grade 1](#)

[Grade 2](#)

[Grade 3](#)

[Grade 4](#)

[Grade 5](#)

North Branch Area Middle School e-learning plan

Please follow the student guidelines and expectations in the linked plan.

[NBAMS e-learning day plan](#)

North Branch Area High School and Norse Area Learning Center

Please follow the student guidelines and expectations in the linked plan.

[NBAHS](#)

[Norse ALC](#)

PSEO students

Students enrolled in PSEO must follow the e-learning plan and school closure of the college they are enrolled in.

Distance Learning Academy

There are no changes in the DLA programming and student expectations on e-learning days.



Family Support Strategies

[Early Childhood and Sunrise Student and Family Expectations](#)

[Middle School and High School/Norse Area Learning Center Student and Family Expectations](#)

Special Education Services - Individualized Education Program (IEP) or 504 Plan

In the event of extended school closures, the school district remains responsible for the free appropriate public education (FAPE) of its students eligible for special education services who have an individualized education program (IEP) or those with disabilities who qualify for a 504 Plan. Districts must plan how they will continue to meet the requirements of Part B (3- 21) and Part C (birth to three) of the Individuals with Disabilities Education Act (IDEA), Part B and Part C, and Section 504 of the Rehabilitation Act of 1973.

Students Receiving Special Education Services

Students with disabilities who receive special education services through an Individualized Education Program (IEP) or Individualized Family Services Plan (IFSP) will have access to their case manager and other service providers to receive support during e-learning. The goal is to support students to access their education. The IEP team can meet following e-learning days if there are concerns about the individual impact these days have on a student's learning.

Students Receiving Services and Supports through 504 Plans

Students with physical or mental impairments who receive services and support through a Section 504 Plan will continue to receive those services and supports during elearning. The goal is to maintain as much of the 504 Plan as possible, however, not all current parts of a 504 Plan may be relevant or possible to implement during distance learning.

Questions or concerns regarding how the district is meeting the needs of students with disabilities receiving services and support through special education (IEPs) or section 504 (504 Plans) should contact either of the special services administrators listed below:

Lisa Dexter, Special Services Supervisor

ldexter@scred.k12.mn.us

Kristin Orton, Director of Special Education

korton@scred.k12.mn.us

(320) 438-9124



Students receiving English Language Services

NBAPS students receiving services through the English Language teacher will continue to receive services during distance learning. The English Language teacher will provide access to grade-level standards and academic support during distance learning.

For additional questions and or concerns please contact Reid Anderson at (651) 674-1176 or email at reanderson@isd138.org

Homeless

Students experiencing homelessness face unique barriers from school closings and to participating in e-learning, including limited availability of technology and living situations that do not support doing homework (e.g., in a car). The NBAPS Homeless Liaison Coordinator continues to work closely with building counselors, social workers, teachers, and support staff in identifying students and families who may be homeless.

If a family or student is homeless, please contact David Treichel at 651-674-1051 or email at dtreichel@isd138.org

Mental Health and Well-Being Support

The following information provides helpful information on how to find additional services, and how NBAPS is working with school-linked mental health services in providing the services to our students.

Therapeutic Services Agency

Therapeutic Services Agency (TSA) continues to operate the North Branch Day Treatment program at its Cambridge TSA location (1700 East Rum River Dr. - South Suite B). TSA does have telehealth options for students/families. New clients can call TSA's referral line (320-629-7600) to make a new referral. The Department of Health has given agencies telehealth platforms options so TSA is able to serve many clients.

School-Linked Mental Health

NBAPS students receiving services through school-linked mental health services will receive communication from [the](#) Therapeutic Service Agency in order to develop a plan to continue services during distance learning.

Broadband and Internet Services

Questions about broadband or Internet services in the area can be found at this [link](#) or the [District Website](#). Information on the website explains services that cellular and internet broadband service providers are included.

Technology Support

NBAPS technology department continues to offer technology support to students, families, and staff members during E-Learning. The information below provides how to access support and request technology assistance.

Student and Family Technology Support

Please call 651-674-1097 for district-supplied computers and hardware. If you do not reach a live person, please leave a voicemail and someone will return your call within one hour during normal business hours. Or, email us at parentsupport@isd138.org

Please contact your classroom teacher if there are issues and or concerns with instructional/classroom applications. They will escalate the concern if they are not able to quickly solve the issue.

NBAPS staff

Please call 651-674-1097 for district supplied computers and hardware.

Or, email us at helpdesk@isd138.org.

Licensed teachers should contact the media and technology integrationist or the building instructional strategy coach for student integration classroom applications.



**2026-2027 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of _____ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, ~~to~~ advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: *Signature required*

(Clerk/Secretary - Local Governing Board)

electronically through DocuSign

Date: _____

Signed: *Signature required*

(Superintendent or Head of School)

electronically through DocuSign

Date: _____

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 138
(NORTH BRANCH AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 138 (North Branch Area Public Schools), State of Minnesota, was held in the School District on _____, 2026, at _____:_____ o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 138, State of Minnesota, as follows:

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each. The Clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such Affidavits as though they had been included by name in this resolution. The Clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 3, 2026.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.

4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days before the date of said election. The

notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

5. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.

6. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause a sample ballot to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

7. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

8. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

9. The Clerk and members of the administration are further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions and content as may be necessary to accommodate an optical scan voting system, to correct typographical errors, or to comply with the form and content requirements of applicable state election laws:

[Form of Ballot on the Following Page]

General Election Ballot

Independent School District No. 138
(North Branch Area Public Schools)

November 3, 2026

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: ●.

School Board Member

Vote for Up to Three

Name

Name

Name

Name

Name

Name

write-in, if any

write-in, if any

write-in, if any

10. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

11. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

12. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

13. The individuals designated as judges for the State General Election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the fourteenth day following the general election.

14. The School District Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Resource

Training & Solutions

INVOICE

137 23rd St. S, Suite 201
Sartell, MN 56377

Phone (320) 255-3236
Fax (320) 255-2998
Fed Id# 363002948

Number	Date	Page
44819	07/01/2026	Pg 1 of 1

Ext Invoice No Ref:

Bill To: North Branch Public Schools
38705 Grand Ave
PO Box 370
North Branch MN 55056

Ship To: North Branch Public Schools
38705 Grand Ave
PO Box 370
North Branch MN 55056

Email: accounts payable@isd138.org
FY 2027 MEMBERSHIP

Customer	Cus Phone	Cus Fax	Customer PO No.	Sales Order No	Terms	Due Date
1-1031					Net 45 Days	08/15/2026
North Branch Public Schools						

No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1	SDFM School District Full Membership Flat Rate	No	EA	1.00	1,000.00	1,000.00
2	STU Membership per student fee	No	EA	2,712.00	0.99	2,684.88

Subtotal	\$3,684.88
Sales Tax	\$0.00
Invoice Total	\$3,684.88
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$3,684.88

FY '26-'27

MREA 000



MEMBERSHIP RENEWAL INVOICE

Invoice Number: 2627-5000-1759-01

Invoice Date: June 8, 2026

Payment Due: July 15, 2026

Amount Due: \$2500.00

REC'D @ DISCTRICT OFFICE

JUN 11 2026

ISD #138 NORTH BRANCH, MN

JB
01 005 020 0 820

Bill to
North Branch Area School District
Sara Paul
38705 Grand Ave PO Box 370
North Branch, MN 55056

Items	Quantity	Price	Amount
2026-27 ISD 0138 Membership July 1 - June			
30			
• Base Fee*	1	\$1100	\$1100.00
• Legislative Fee \$1/APU (maximum of \$1400)	2936 APU	\$1400	\$1400.00
Total			\$2500.00
Amount Due			\$2500.00

*Districts sharing superintendents must each join MREA to receive discounted Base Fee of \$825. Contact MREA if Shared District has changed. ** If your district is in SOD, please reach out to MREA for reduced payment options.

CONTACT INFORMATION (Please review and update)

District Name: North Branch Area School District

Primary Contact: Sara Paul

Contact Position Title: Superintendent

Contact Email: spaul@isd138.org

District Phone: 651 - 674-1000

***Shared District:**

Superintendent Cell Phone: NEEDED

Principal Place of Business: 38705 Grand Ave PO Box 370

City, State, Zip: North Branch, MN 55056

Website Address:

County: Chisago

****SOD:** No

SIGNATURE

Date

6-11-26

Signature is consent to membership and to receive member notices at primary contact's email address.

QUESTIONS? Contact Amanda Cisar, Operations Director, at (320) 762-6574.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 49.3% of FY27 dues will be attributable to non-deductible lobbying activity and are not deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Notify your accountant and/or tax preparer.

Thank you for your continued membership!
Please remit check, payable to MREA at NEW address: PO Box 10, Moose Lake, MN 55767.

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").

- E. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a and is pursuant to the procedure established under Paragraph V.G below. ~~(experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).~~
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least fourteen (14)

days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code section 8103; 34 Code of Federal Regulations Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the

general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

[NOTE: MDE information on this requirement is provided in the Resources section of this model policy.]

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student eighteen (18) years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
 - 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may

include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Resources:

To support the requirements for school districts and charter schools outlined in [Minnesota Statute 2024, section 120B.215, subdivision 2](#), and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a

[List of Model Cannabis Education Programs for School District and Charter School Consideration](#).

Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process.

Please visit [MDE's Health Education webpage](#) for more information.

EMPLOYEES/PERSONNEL

Drug-Free Workplace/Drug-Free School

418

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

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- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

Last Reviewed: 7/8/21, 8/13/26

Revised: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

EMPLOYEES/PERSONNEL

Drug-Free Workplace/Drug-Free School

418

other immediate means.

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a and is pursuant to the procedure established under Paragraph V.G

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

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Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

EMPLOYEES/PERSONNEL

Drug-Free Workplace/Drug-Free School

418

below.

- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

Last Reviewed: 7/8/21, 8/13/26

Revised: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

EMPLOYEES/PERSONNEL

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VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

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Revised: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

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criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses) Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses) Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

Last Reviewed: 7/8/21, 8/13/26

Revised: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

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41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 416 (Drug and Alcohol Testing)
NB Policy 417 (Chemical Use and Abuse)
NB Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
NB Policy 506 (Student Discipline)
NB Policy 516 (Student Medication)

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

Last Reviewed: 7/8/21, 8/13/26

Revised: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26



NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope

— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. _____, _____, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 516
Orig. 1995
Rev.
202~~5~~4

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions included d insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of

Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe

possession and use of asthma inhalers.

- j. epinephrine ~~delivery systems~~~~auto-injectors~~, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine ~~delivery systems~~ ~~auto-injectors~~ that the parent provides properly labeled to the school for the pupil as needed.
- [NOTE: The 2025 Minnesota legislature replaced "auto-injectors" with "delivery systems" in Minnesota Statutes, sections 121A.22, 121A.2205, and 121A.2207.]**
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
 - l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be

as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine ~~Delivery Systems~~ ~~Auto-Injectors~~

1. Definitions

- a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine ~~auto-injectors~~ delivery systems that enables the student to:

~~a1-~~ ____ possess epinephrine ~~delivery systems auto-injectors~~; or

~~b2-~~ ____ if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine ~~delivery systems auto-injectors~~ in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine ~~auto-injectors~~~~delivery systems~~ when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine ~~auto-injectors~~~~delivery systems~~ to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine ~~delivery system~~~~auto-injector~~. The administration of an epinephrine ~~delivery system~~~~auto-injector~~ in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~Registered nurses may administer epinephrine ~~auto-injectors~~~~delivery systems~~ in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine ~~auto-injectors~~~~delivery systems~~ in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine ~~delivery system~~~~auto-injector~~ is to be administered, when caring for a patient whose condition falls within the protocol.

~~**[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]**~~

A district or school may enter into arrangements with manufacturers of epinephrine ~~auto-injectors~~~~delivery systems~~ to obtain epinephrine ~~auto-injectors~~~~delivery systems~~ at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine ~~auto-injectors~~~~delivery systems~~.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 121A.2207 to include the changes above.]

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying

sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Auto-
Injectors~~Delivery systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of
Epinephrine ~~Auto-Injectors~~Delivery systems)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic
Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers
by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

STUDENTS

STUDENT MEDICATION

516-NB

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: February 12, 1998

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Reviewed: (2026)

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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Effective: 10/8/09, 12/11/14, 6/8/17, 1/920

STUDENTS

STUDENT MEDICATION

516-NB

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: February 12, 1998

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Reviewed: (2026)

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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Effective: 10/8/09, 12/11/14, 6/8/17, 1/9/20

STUDENTS

STUDENT MEDICATION

516-NB

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: February 12, 1998

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Reviewed: (2026)

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- 9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- K. "Parent" for students 18 years old or older is the student.
- L. The school district discourages the administration and use of narcotic pain medications (i.e. Vicodin, Percocet, Tylenol with codeine, among others) in the school setting. In the event it is necessary for a child to take a narcotic pain medication while at school, the child's parent will be asked to come to school and administer the narcotic pain medication directly to the child. School nurses will not maintain supplies of narcotic pain medications at school.
- M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References:

Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

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Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: NB Policy 418 (Drug-Free Workplace/Drug-Free School)

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